FSC-71-B
ROU Brief - 4/15/98
For: AVP/RSM/RBM/ROM/KAM/AM/DM/RM/AE/MC/PC/PRC/SC

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RETAIL

➡ **WINSTON Decal Mailing**
(Contact: Lori O'Connor, #3019)

- WINSTON is mailing two decals "No ID, No Smokes, No Bull" to all retail stores (with the exception of supermarkets) with a volume of over 75 CPW.
- Decals should begin arriving the week of 4/27/98.
- Objective of this program is to provide retailers with signage showing they ID all smokers.
- Residual quantities of decals can be ordered on 5/4/98, Item #543965, for use in supermarkets.

SYSTEMS

➡ **State of Ohio - Direct Account Compliance (RE: J-9-J)**
(Contact: Anne Cullip, #1401)

- All Managers responsible for direct accounts in Ohio or who ship product into Ohio should:
  - Submit the "Manufacturer's Offer - $X.XX off a carton" info to appear on RJR check stub.
  - Information should be clearly defined on the voucher request form that Coordinator uses to request TPS payment.
- Coordinators should input info in TPS section that says "Description to be printed on bottom of check stub."

➡ **"Zip Drive" for Notebook Computer**
(Contact: Chris Minner, #1642)

- What is a Zip Drive? A zip drive is an external device that is similar to the floppy disk that is connected to the back of your computer.
  - Zip drive is connected to the parallel port (where the printer is connected) and each zip drive diskette can store almost 70 times the information that a floppy disk can.
  - Reduces the 30 to 40 diskettes needed for backup to one zip drive disk making the backup process very simple and fast.
- Since the rollout of the new notebook computers, the hotline has received many calls from managers re: installation and use of 'zip drives' they have purchased on their own.
  - To avoid confusion, sales is establishing a standard zip drive that will be supported with instructions and hotline help.
- Standard zip drive is: IOMEGA ZIP 100 External Parallel Port - Item #10012
  - Cost for this unit ranges from $140-$150.
- Diskettes needed for the zip drive: IOMEGA ZIP PC 100MB 3-pack disk Item #10021
  - Cost for diskettes range from $45-$50.
- If another zip drive has been purchased, we recommend you return it and purchase the standard unit.
  - The hotline will only support this model.

➡ **Communication Status Report**
(Contact: Chris Minner, #1642)

- A new communication status report has been developed that will provide notebook communication information for each sales and retail rep.
  - Report will automatically be generated and e-mailed to each division and retail manager beginning Monday, April 20, 1998.
  - Intent of report is to provide Field management with a means to monitor communication activity to the host computer in Winston-Salem. Format of report is:
    - Last Communication Date
    - Last Communication Time
    - Name of the Sales/Retail Rep
    - Node/E-mail Address
    - Territory
- If DM/RM does not receive report, make sure the manager name is updated in a management territory (Territory 60-69) under Print Reports.

OTHER

➡ **"We Card" Order Form in F3Fill**
(Contact: Carolyn Brinkley, #5888)

- "We Card" Materials Order Form available in F3Fill
  - Click on "Field Sales Forms"
  - Click on "Order Forms"
  - Click on "Misc. & Tracing"
  - Click on "We Card" Form
- E-mail form to Carolyn G. Brinkley or FAX to (336) 741-5607.

Sales

Sales	Retail
1221	1222
1222	1223
1223	
1224	
1225	
1226	
1229	
1240	
1244 RSM	RBM

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